



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Finance

POSITION: Finance Director

SALARY: Contract

EXAM TYPE: Oral Interview

DUTIES: See job description

QUALIFICATIONS: Experience: Five years of increasingly responsible experience in financial management with at least two years of supervisory experience in public finance.
Education: A Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field. A Master's Degree in accounting or a closely related field and/or a licensed Certified Public Accountant is highly desirable.
Additional Requirement: Possession of a valid California Driver's License.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: April 8, 2019 by 5:00 PM

(Posted 03/04/2019)



CITY OF BRAWLEY

CLASS TITLE: Finance Director

BASIC FUNCTION: Under general direction of the City Manager to plan, direct, supervise, and coordinate the activities of the Finance Department; to provide staff assistance in the development and maintenance of fiscal policies for the City, and to perform related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the financial planning, financial administration and accounting system of the City;
- Plan and develop systems and procedures for governmental accounting, internal auditing, revenue and expenditure forecasting, bond administration, internal controls, cost allocation, budget preparation, financial analysis and reporting;
- Prepare financial reports for the City, provide financial reports to the City Manager, City Council, and other agencies required by law and as directed by the City Council or City Manager;
- Supervise the preparation and posting of appropriation and disbursement accounts; review contracts and disbursement requests to determine that expenditures are made in accordance with approved contract terms and budgetary provisions;
- Supervise the maintenance of all property records and assets of the City, coordinate finance related activities with other City offices, departments and outside agencies;
- Manage the budget preparation process including the coordination of budget information, Capital Improvement Program, inter-departmental correspondence, budget analysis and administration;
- Provide timely preparation of AP/AR reports, quarterly analysis and reporting of the City budget to the City Manager and Department Heads;
- Develop, monitor and update long-range financial plans for all funds, including recommendations on a financial course of action upon request by the City Manager;
- Oversee the coordination of the annual Audit process, including the development of the City's Comprehensive Annual Financial Report (CAFR) and related financial statements;
- Provide financial analyses related to labor negotiations;
- Develop and monitor operating budget for the Finance Department;
- Respond to citizen complaints and requests for information;
- Ensure timely grant reporting and fulfill Audit obligations of funding partners, prepare reports and statements in accordance with State and Federal financial requirements;
- Select, supervise, train and evaluate assigned staff;
- Manage City's Investment Portfolio;
- Review and approve all Contractual Purchasing Agreements;
- Ensure compliance with all relevant State and Federal regulations, as well as the Brawley Municipal Code and City Administrative Procedures & Policies;

- Perform related assignments as necessary.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of governmental accounting;
- Ordinances, resolutions and laws affecting municipal financial operations;
- Modern municipal budgetary techniques, practices and systems;
- Principles and practices of public administration;
- Development agreements and related development contract documents;
- Computer hardware, software and peripherals to enter, retrieve research and manage databases, specialized design, GIS and related software.

Skills in:

- Analysis and interpretation of fiscal and accounting information;
- Effective oral and written communications;
- Preparation of accurate and timely financial statements and reports;
- Ability to improve the accounting and record keeping procedures;
- Accurate revenue and expenditure forecasts;
- Administering and prioritizing multiple funding sources, projects and programs;
- Identifying and projecting fiscal impacts of trends or projects on existing businesses and the community;
- Conflict resolution, establishing and maintaining effective working relationships with others.

EDUCATION AND EXPERIENCE:

Experience: Five years of increasingly responsible experience in financial management with at least two years of supervisory experience in public finance.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field. A Master's Degree in Public or Business Administration and/or licensure as a Certified Public Accountant are desirable.

Additional Requirement: Possession of a valid California Driver's License.

WORKING CONDITIONS:

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.